

Collaborate QuickStart Guide for Participants

www.blackboard.com/collaborate



Participant Checklist

This Quick Start guide will take you through the basic steps listed below for participants to complete before participating in a Collaborate web conference:

1. Determine if the computer you will use meets the minimum technical requirements.

If possible, connect to the internet using a high speed connection (i.e. cable or dsl) and avoid using wireless.

Participants will need speakers and optionally a microphone or USB headset.
2. Complete a one-time setup for first time users. This includes:
 - A Java software check
 - A connection and audio test using the Collaborate configuration room
 - A Participant Orientation
3. Join the web conference using the link provided by instructor (at least 15 minutes prior to start of session).

Determining Technical Requirements

Before logging into Collaborate, ensure your computer is able to run the web conferencing software:

Browser/Software:

- Any major web browser (Firefox 3.6+, Safari 4, Google Chrome, Internet Explorer 7+)
- Java Web Start (Preinstalled on Mac OS X; One time install for Windows)

Hardware:

- 20 MB's free hard drive space
- 256 MB RAM
- Soundcard with speakers and microphone or headset
- Internet connection (cable, DSL or better connection recommended, required for moderators)

Windows:

- Windows XP/Vista/7
- Pentium III 1 GHz processor

Macintosh:

- Mac OS X 10.5/10.6
- G4, G5 or Intel processor

First Time Setup

First time users to Collaborate should perform the one-time setup and system check to determine if the necessary software is installed. *Please test the computer you will use at least 1 day prior to the web conference.*

Go to the Blackboard Collaborate First Time Users webpage at <http://tinyurl.com/collaboratesupport>

Step 1: Java Check

The website will check your computer for a supported version of Java.

If you do not have Java, you will be provided with a link and instructions to download and install it.

Step 2: Test Your Audio and Connection

1. Click on **Configuration Room** in Step 2. Then click **OK** to open the Collaborate room.

2. Select your internet connection speed and click **OK**.

Select connection speed:

Cable/DSL

3. To check your audio, go to Tools > Audio > Audio Setup Wizard and follow the on-screen directions.

Step 3: Participant Orientation

Complete the 7-minute orientation to Collaborate to familiarize yourself with the interface and the tools available to you.

Go to <http://tinyurl.com/collaborateorientation>

Joining the Web Conference

On the day of the web conference, access Lesley's online Collaborate classroom using the web address provided to you by your instructor.

- Log in 15 minutes prior to the start of the session so you have plenty of time to get set up.
- Make sure your speakers and microphone or headset are plugged in before you start Collaborate.
- Once you have logged in, use the Audio Setup Wizard to ensure your audio is working properly. (Tools > Audio > Audio Setup Wizard).
- Quit any unnecessary applications or close unneeded web browser windows. These may slow your connection to Collaborate.

If you have any questions or have problems accessing the Collaborate room on the day of the web conference, please contact your instructor.

Get Your Free Collaborate Room

A vRoom is a free version of Collaborate's web conferencing tool. You and two other people can meet whenever you need it.

1. Go to <http://www.learncentral.org/user/vroomreg>
2. Enter in the information in the web form, and click on the **Get My vRoom & LearnCentral** button.

Get My vRoom & LearnCentral

A link to your vRoom landing page will be sent to your email address. You can bookmark this link and use your free vRoom whenever you need to.

Faculty and staff can reserve the 25-person virtual classroom by checking the Classroom Schedule section in the myLesley Web Conferencing community, then contacting illuminate@lesley.edu with your request.

Collaborate Resources and Support

Collaborate Training

<http://tinyurl.com/collaboratetraining>

- User Guides and Quick Reference Guides
- Recorded Training Sessions

Collaborate Help Center

<http://support.blackboardcollaborate.com/>

- Knowledgebase
- Contact technical support

LearnCentral

<http://www.learncentral.org/>

- Collaborate users group and social learning network
- Free 3-person online meeting rooms